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POLICY

USAID/General Notice
M/AS/TT
08/19/2004

SUBJECT: Appropriate Fiscal Year to Charge for USAID Employees Travel and Transportation of Effects

Please note that there has been a major change because of 2004 legislation, this is not the usual end of year guidance. Please read with care!

Questions arise at the end of each fiscal year as to the proper appropriation to be charged for expenses associated with official travel and transportation of effects. We have outlined guidelines below regarding when travel and/or transportation are authorized in one fiscal year and continue into the next fiscal year.

1. Change in Rules for FY 2004. Fortunately, for FY 04 we have an authority that permits us to forward OE-funded TAs for both domestic and international travel. Therefore, the normal rules about travel beginning before the end of the fiscal year, etc. do not apply. However, in order to take advantage of this authority any OE-funded TA must still be authorized by September 30, 2004. So for example, a TA funded with FY 04 funds and issued by September 30, 2004, can fund travel beginning October 27, 2004. PPC/RA/SB is in the process of addressing these changes in ADS 603 for OE forward funding.

Program funds have always been available for travel in the next fiscal year. But once again if the funds are lapsing as of September 30, 2004, the TA must be authorized by M/AS/TT or the Mission by September 30, 2004.

Because of the nature of continuing resolutions, offices and Missions should review upcoming travel in FY 2005 to determine what might be funded with FY 04 funds.

2. TAs Issued by M/AS/TT. In order for a TA to be obligated by September 30 you must submit the TA to M/AS/TT by the close of business on September 24, 2004. Requests for deobligations are to be submitted to M/AS/TT by September 24th as well. Requests for deobligations may also be sent to M/FM/A. Adherence to this deadline will ensure that all travel authorizations are processed prior to the end of the fiscal year. Please note that if your assignment/transfer TA is not in M/AS/TT by the deadline, you will not be allowed to pack or ship any effects until the new fiscal year (2005) begins. Staff should also factor in the additional time needed to obtain country clearances, passports/visas (if appropriate), and other necessary documentation in order to have

the TA completed by September 24. Automatic waivers for country clearances will not be granted. Each exception to the established requirement will be reviewed on a case-by-case basis. Your cooperation is appreciated in our effort to serve you better.

Point of Contact: Any questions Diane Carter, M/AS/TT, Room 2.09B, (202) 712-0835 or via e-mail: dicarter@usaid.gov

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